

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
OCTOBER 7 – 11, 2019**

**MONDAY, OCTOBER 7, 2019**

- |          |   |   |
|----------|---|---|
| *5:30 pm | Education & Recreation Cmte & Executive Cmte – <i>Joint Meeting</i> | Room 200, Northern Building<br>305 E. Walnut Street |
| *5:30 pm | Executive Committee – <i>Immediately Following Joint Meeting</i>    | Room 200, Northern Building<br>305 E. Walnut Street |

**TUESDAY, OCTOBER 8, 2019**

- |          |   |   |
|----------|---|---|
| *9:00 am | Traffic Safety Commission                                   | Brown County Sheriff's Office<br>2684 Development Drive |
| *1:30 pm | Local Emergency Planning Committee                          | Brown County EOC<br>3030 Curry Lane                     |
| *5:30 pm | Public Safety Committee – <b>REGULAR AND BUDGET MEETING</b> | Brown County Sheriff's Office<br>2684 Development Drive |

**WEDNESDAY, OCTOBER 9, 2019**  
(No Meetings)

**THURSDAY, OCTOBER 10, 2019**

- |          |  |  |
|----------|--|--|
| *5:00 pm | Administration Committee – <b>REGULAR &amp; BUDGET MEETING</b> | Room 200, Northern Building<br>305 E. Walnut Street          |
| *5:15 pm | Human Services Board   | Board Rm A, Sophie Beaumont Bldg.<br>111 N. Jefferson Street |

**FRIDAY, OCTOBER 11, 2019**  
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



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P.O. BOX 23600

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PHONE (920) 448-4015 FAX (920) 448-6221

E-mail: bc\_county\_board@co.brown.wi.us

### EXECUTIVE COMMITTEE

Tom Lund, Chair, Patrick W. Moynihan, Jr., Vice-Chair

Patrick Buckley, Bernie Erickson, Erik Hoyer,

Tom Sieber, John Van Dyck

### EDUCATION AND RECREATION COMMITTEE

John VanDyck, Chair, Paul Ballard, Vice Chair

Dave Landwehr, Kathy Lefebvre, Ray Suennen

**\*\*JOINT MEETING\*\***  
**EXECUTIVE COMMITTEE**  
**&**  
**EDUCATION & RECREATION COMMITTEE**  
**MONDAY, OCTOBER 7, 2019**  
**5:30 pm**  
**Room 200, Northern Building**  
**305 E. Walnut Street, Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.

### Comments from the Public

### Closed Session

1. **Potential Sale of Golf Course Parcels on or after 10-17-2019.**
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for deliberating or negotiating the sale of public properties, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, regarding the potential sale of Brown County Golf Course parcels on or after 10-17-2019.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of deliberating or negotiating the sale of public properties, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, regarding the potential sale of Brown County Golf Course parcels on or after 10-17-2019.
  - c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding the potential sale of Brown County Golf Course parcels on or after 10-17-2019.
2. **Such other matters as authorized by law.**
3. **Adjourn.**

Executive Committee

Tom Lund, Chair

Education & Recreation Committee

John Van Dyck, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

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E-mail bc\_county\_board@co.brown.wi.us

## EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman  
Patrick Buckley, Bernie Erickson, Erik Hoyer,  
Tom Sieber, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, October 7, 2019

5:30 p.m., or immediately following

Joint Ed & Rec and Executive Committee Meeting

Room 200, Northern Building

305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of September 9, 2019.

### Comments from the Public.

### Appointment of Citizen Member to Citizens Redistricting Advisory Sub-Committee

1. Appointment of Daniel O. Theno by Chair Lund to the Citizens Redistricting Advisory Sub-Committee.

### Review Minutes of:

2.
  - a. Benefits Advisory Committee (July 26, 2019).
  - b. Citizens Redistricting Advisory Subcommittee (September 30, 2019).

### Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

### Communications

4. Communication from Supervisor Deslauriers re: Pertaining to Brown County Open Records.  
Because the 2009 Records Retention 'Schedule A' in Brown County Ordinances does not specifically itemize if or how modern forms of communication are saved, I am requesting that Corporation Counsel draft a summary document that will specifically state how Brown County captures and retains emails, text messages, phone call records, videos, and meeting recordings. I am requesting that this summary be presented at the County Board Meeting and be published on the Brown County website.  
Please include links to any policies that obligate employees and elected officials to use County owned infrastructure and devices, how open record requests are handled when County infrastructure or devices are not used for official business, and clarification on how the County captures and safeguards records that are deleted by the participant prior to the time frame specified by the records retention 'Schedule A'.  
*Action at August Executive Cmte: To refer to Corporation Counsel for review and recommendation and bring back results at the regularly scheduled October Executive Committee meeting.*

**Internal Auditor**

5. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans' Recognition Subcommittee Budget Status Report (Unaudited) – August 2019.
6. 2019 Audit Plan (Status Update).

**Corporation Counsel**

7. Oral Report.

**Budget Adjustments**

8. Budget Adjustment Request (19-073) – Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
9. Budget Adjustment Request (19-074) – Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriate.
10. Budget Adjustment Request (19-085) – Reallocation between two or more departments, regardless of amount.
11. Budget Adjustment Request (20-001) – Any increase in expenses with an offsetting increase in revenue.

**Resolutions & Ordinances**

12. Resolution Regarding Table of Organization Change for the District Attorneys' Office Victim/Witness Assistant Program Specialist Positions.
13. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Youth Support Specialist.
14. An Ordinance to Create Chapter 44 of the Brown County Code of Ordinances Entitled "Lobbyist Requirements".
15. An Ordinance to Amend Subsection 2.04(2)(A) of Chapter 2 of the Brown County Code of Ordinances (Standing Committee Consecutive Term Limits).

**Department of Administration & Human Resources**

16. Director of Administration and Human Resources Oral Report.

**County Executive** – No Report.

**Closed Session**

17. Potential Intergovernmental Agreement for Employee Parking.
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for deliberating or negotiating and conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, regarding potentially entering into an Intergovernmental Agreement for Employee Parking.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of deliberating or negotiating and conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, regarding potentially entering into an Intergovernmental Agreement for Employee Parking.
  - c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding potentially entering into an Intergovernmental Agreement for Employee Parking.
18. Labor Negotiation Strategies Regarding Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for conducting other specified public business whenever competitive or bargaining reasons require a closed session, in particular, regarding Labor Negotiation Strategies Regarding Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.

- b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of conducting other specified public business whenever competitive or bargaining reasons require a closed session, in particular, regarding Labor Negotiation Strategies Regarding Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.
- c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding the Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.

**Other**

- 19. Such other matters as authorized by law.
- 20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## SHERIFF'S OFFICE

*Brown County*

2684 DEVELOPMENT DRIVE  
GREEN BAY, WISCONSIN 54311  
PHONE (920) 448-4200 FAX (920) 448-6370



**TODD J. DELAIN**  
**SHERIFF**

## **PUBLIC NOTICE OF MEETING**

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Brown County Traffic Safety Commission will be held on October 8th, 2019 at 9:00 a.m. at the Brown County Sheriff's Office, 2684 Development Dr., Green Bay, WI 54311.

Agencies reporting fatal traffic crashes for the third quarter of 2019 please forward incident information in advance to Dan Sandberg at: [Daniel.Sandberg@browncountywi.gov](mailto:Daniel.Sandberg@browncountywi.gov). Thank you.

### **A G E N D A**

1. Call to Order
2. Old Business
  - a. Approve Minutes from April meeting
  - b. Review/update any action items from previous meeting
3. DOT / BOTS updates
4. September Regional Frogger Update
5. 2019 Third Quarter Fatal Crash Review
6. 2019 Third Quarter Place of Last Drink Study Review
7. Brown County Tavern League Updates
8. Roundtable Discussion
  - a. Stakeholders in attendance bring forth topics for discussion/action
9. Citizen Appearances
10. Next meeting, January 14th, 2020 at 9:00am
11. Adjourn

Future Meetings: January 14<sup>th</sup>, 2020, April 14<sup>th</sup>, 2020, July 14<sup>th</sup>, 2020, October 13<sup>th</sup>, 2020

**Dan Sandberg-Brown County Sheriff's Office**  
**Brown County Traffic Safety Commission Chairperson**



Brown County, Wisconsin  
**Local Emergency Planning  
Committee**  
"A Plan for Hazardous Materials"  
3030 Curry Lane  
Green Bay, WI 54311  
(920) 391-7431 FAX (920) 391-7435

### **LEPC AGENDA**

October 8th, 2019 at 1:30 pm

Location: Brown County EOC, 3030 Curry Lane Green Bay, WI 54311

#### **NOTICE OF PUBLIC MEETING:**

The regular meeting of the Brown County Local Emergency Planning Committee will be held on Tuesday, October 8<sup>th</sup>, 2019 at 1:30 pm, at Brown County EOC, 3030 Curry Lane Green Bay, WI 54311.

The Agenda is as follows:

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **Other Reports:**
  - a. ARES/RACES Report
  - b. EM Report
    - a. Recent Spills
    - b. 2020 LEPC Overhaul
      - i. By-Law Requirements
        1. Membership
        2. Meeting Dates
      - ii. Grant Requirements
  - c. EPCRA Planning Presentation (Sam Al Saadi)
5. **LEPC Round Table**
6. **Public Comment**
7. **Such other matters as authorized by law**
8. **Adjourn**

Brown County, Wisconsin  
**Local Emergency Planning Committee**  
"A Plan for Hazardous Materials"  
3030 Curry Lane  
Green Bay, WI 54311  
Phone: (920) 391-7431 FAX (920) 391-7435

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### PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair  
Andy Nicholson, Vice Chair  
Megan Borchardt, Staush Gruszynski, Richard Schadewald

### PUBLIC SAFETY COMMITTEE REGULAR & BUDGET MEETING

TUESDAY, OCTOBER 8, 2019

5:30 PM

Brown County Sheriff's Office  
2684 Development Drive, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE  
ACTION ON ANY ITEM LISTED ON THE AGENDA

**\*\* NOTE TIME & LOCATION \*\***  
**\*\* PLEASE BRING BUDGET BOOK \*\***

**(COMBINED BUDGET AND REGULAR MEETING)**

***\*\* Please Note: Non-Budget Items will go before the October 16<sup>th</sup> County Board of Supervisors meeting;  
Budget Items will go before the November 6<sup>th</sup> County Board of Supervisors meeting.***

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 10, 2019.

### **\*\*NON-BUDGET ITEMS\*\***

#### **Comments from the Public on Non-Budget Items**

#### **Review Minutes Of:**

1.
  - a. Criminal Justice Coordinating Board (September 10, 2019).
  - b. Fire Investigation Task Force (June 13, 2019).
  - c. Local Emergency Planning Committee (July 9, 2019).
  - d. Public Safety Communications Advisory Board (June 25 & September 24, 2019).
  - e. Traffic Safety Commission (July 9, 2019).

#### **Medical Examiner**

2. Budget Status Financial Report for October 2019 (Unaudited).
3. Medical Examiner Activity Spreadsheet.
4. Medical Examiner's Report.

#### **Public Safety Communications**

5. Budget Status Financial Report for August 2019 (Unaudited).
6. Budget Adjustment Request (19-080) – Any increase in expenses with an offsetting increase in revenue.
7. Director's Report.

#### **Emergency Management**

8. Budget Status Financial Report for August 2019 (Unaudited).



9. Director's Report

#### Clerk of Courts

10. Clerk of Court's Report.

#### Circuit Court, Commissioners, Probate

11. Budget Status Financial Report for August 2019 (Unaudited).

#### Sheriff

12. Budget Status Financial Report for August 2019 (Unaudited).
13. Key Factor Report through August 2019.
14. Budget Adjustment Request (19-077) – Any increase with an offsetting increase in revenue.
15. Sheriff's Report.

#### District Attorney

16. Resolution Regarding Table of Organization Change for the District Attorney's Office – Victim/Witness Assistant Program Specialist Positions.
17. District Attorney's Report.

#### Resolutions/Ordinances

18. Resolution Amending Membership of Criminal Justice Coordinating Board.
19. Resolution in Support of Establishing a Brown County Secure Residential Care Center for Children and Youth (24 Secure Residential Beds and 32 Secure Detention Beds).

#### Communications

20. Late Communication from Chair Buckley re: Review and possible action/reclassification of the following positions in the Sheriff's Department: Office Manager II, Civilian Evidence Technician, Evidence/Property Specialist and Criminal Analyst.

#### Other

21. Audit of Bills

#### **\*\* BUDGET REVIEW \*\***

#### Comments from the Public on Budget Items

#### **REVIEW OF 2020 DEPARTMENT BUDGETS**

1. **Public Safety Communications** - Review of 2020 department budget.
  - a. **Emergency Management** - Review of 2020 department budget.
2. **Medical Examiner** - Review of 2020 department budget.
3. **Sheriff** - Review of 2020 department budget.
  - a. Resolution Approving New or Deleted Position During the 2020 Budget Process in the Sheriff's Department Table of Organization.
4. **Court System:**
  - a. **Circuit Court, Commissioner, Probate** - Review of 2020 department budget.
  - b. **Clerk of Courts** - Review of 2020 department budget.
5. **District Attorney** - Review of 2020 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the District Attorneys' Office Table of Organization.

#### Other

6. Such other matters as authorized by law.
7. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair  
Richard Schadewald, John Vander Leest, Keith Deneys

#### **ADMINISTRATION COMMITTEE**

#### **BUDGET & REGULAR MEETING**

**THURSDAY, OCTOBER 10, 2019**

**5:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**\*\*PLEASE BRING BUDGET BOOK\*\*  
(COMBINED BUDGET AND REGULAR MEETING)**

***\*\* Please Note: Non-Budget Items will go before the October 16<sup>th</sup> County Board of Supervisors meeting;  
Budget Items will go before the November 6<sup>th</sup> County Board of Supervisors meeting.***

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 5, 2019.

#### **\*\*BUDGET REVIEW\*\***

#### **Comments from the Public on Budget Items**

#### **REVIEW OF 2020 DEPARTMENT BUDGET**

1. **COUNTY TREASURER** – Review of 2020 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Treasurer Department Table of Organization.
2. **CHILD SUPPORT** – Review of 2020 Department Budget.
3. **COUNTY CLERK** – Review of 2020 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2020 Budget Process County Clerk and County Board Tables of Organization.
4. **TECHNOLOGY SERVICES** – Review of 2020 Department Budget.
5. **HUMAN RESOURCES** – Review of 2020 Department Budget.
  - a. Resolution Authorizing Full Time Employee Wage Adjustments.
  - b. Resolution Approving Changes to the Brown County Employee Benefits Plan.
6. **DEPT. OF ADMINISTRATION** – Review of 2020 Department Budget.

#### **Year 2020 Non-Division Budgets Review**

7. Capital Projects.
8. Debt Service.
9. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

### Budget Resolution

10. Resolution Establishing Salaries of Certain Elective Officials - County Board Chair, Vice-Chair and Supervisors.

### **\*\*NON-BUDGET ITEMS\*\***

#### Comments from the Public on Non-Budget Items

1. Review minutes of:
  - a. Citizens Redistricting Advisory Subcommittee (September 30, 2019).
  - b. Housing Authority June 17 & August 19, 2019.

#### Communications – None.

#### County Clerk

2. Budget Status Financial Report for August 2019 (Unaudited).

#### Technology Services

3. Budget Status Financial Report for August 2019 (Unaudited).
4. Discussion and possible action; plans for a box storage building.
5. Technology Services Monthly Report.

#### Child Support

6. Budget Status Financial Report for August 2019 (Unaudited).
7. Budget Adjustment Request (19-081): Any increase in expenses with an offsetting increase in revenue.
8. Director Summary.

#### Treasurer

9. Review of Budget Performance Report for August 2019 (Unaudited).
10. Treasurer's Report.
11. Discussion and possible action re: Resolution Ordering the Cancellation of Tax Deed Regarding Parcel M-332-2, a/k/a 3531 Park Road, Town of Morrison (from September 2019 Administration Committee meeting).
12. Discussion and possible action re: Sale of Brown County owned Parcel 21-1293-2 at 1739 Main Street, Green Bay, WI – Formal Offers to Purchase will be received and evaluated by Committee members as directed by Administration Committee Summer 2019.
13. Discussion and possible action on the sale of the following Brown County owned tax deed parcels located in the City of Green Bay to the Redevelopment Authority of the City of Green Bay

<u>Parcel#</u>	<u>Address</u>	<u>Municipal Sale Amount \$</u>
1-936-B	1321 S. Broadway Street	\$5,801.91 + \$30 + conditions
1-950	827 Ninth Street	\$3,861.83 + \$30 + conditions
17-880	445 S. Baird Street	\$5,262.84 + \$30 + conditions
21-455-2	2221 Manitowoc Road	\$16,635.43 + \$30 + conditions
*3-40	852 Shawano Avenue	\$4,839.65 + \$30 + conditions

#### Department of Administration & Human Resources

14. Budget Status Financial Report for August 2019 (Unaudited).
15. Budget Adjustment Log.
16. Budget Adjustment Request (20-001) – Any increase in expenses with an offsetting increase in revenue.
17. Courthouse Security Funding.
18. Director's Reports.

**Other**

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY HEALTH & HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD**

**Thursday, October 10, 2019**

**5:15 PM**

**SOPHIE BEAUMONT BUILDING  
111 N JEFFERSON STREET; BOARDROOM A  
GREEN BAY, WI 54301**

**AGENDA**

1. Call Meeting to Order
2. Approve/Modify Agenda
3. Approve Minutes of September 12, 2019 Human Services Board Meeting
4. Executive Director's Report
5. CTC Administrator Report including NPC Monthly Report\*
6. Approval of Medical Staff Rules and Regulations
7. Financial Report for Community Treatment Center and Community Services
8. Statistical Reports
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village\*
  - b. Child Protection Services – Child Abuse/Neglect Report
  - c. Monthly Contract Update\*
9. Request for New Non-Contracted Provider & New Provider Contract\*
10. Adjourn Business Meeting

*\* Note: Attached as written reports.*

**Notices:**

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Health & Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so arrangements can be made.

**Human Services Board Members:**



Tom Lund, County Board Supervisor & Board Chair  
Aaron Linssen, County Board Supervisor  
Alex Tran, County Board Supervisor  
Paula Laundrie, Citizen Board Member & Vice Chair  
Craig Huxford, Citizen Board Member

Susan Hyland, Citizen Board Member  
Laura McCoy, Citizen Board Member  
VACANT, Citizen Board Member  
VACANT, Citizen Board Member

## Tentative - October, 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Spec Joint Ed & Rec/Exec Cmte 5:30pm Regular Exec Cmte Meeting To Follow	8 Public Safety 5:30 pm @Sheriff's Dept. (Budget & Reg)	9	10 Admin 5:00 pm (Budget & Reg)	11	12
13	14	15 Vets 4:30pm Ed & Rec 5:00 pm @ Library (Budget & Reg)	16 Mental Health Ad Hoc 12pm County Board 7pm	17	18	19
20	21 Land Con 6 pm PD&T 6:15 pm @ STEM Center (Budget & Reg)	22	23 Human Services 5:15 pm (Budget & Reg)	24	25	26
27	28 Exec Cmte 5:30pm (Budget)	29	30	31 		

## Tentative - November, 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Budget Meeting 9am	7 Cont. Budget if Necessary	8	9
10	11	12	13	14 Budget Veto if Needed	15	16
17	18	19 Vets 4:30pm	20	21	22	23
24	25 *Tentative* Land Con 6 pm PD&T 6:15 pm @ Northern Bldg	26	27 *Tentative* Human Services 6:00 pm	28 	29 	30

## **BROWN COUNTY COMMITTEE MINUTES**

- Benefits Advisory Committee (July 26, 2019)
- Citizens Redistricting Advisory Subcommittee (September 30, 2019)
- Criminal Justice Coordinating Board (September 10, 2019)
- Housing Authority (August 19, 2019)
- Local Emergency Planning Committee (July 9, 2019)
- Library Board (June 20 & July 18, 2019)
- Public Safety Communications Advisory Board (September 24, 2019)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE BROWN COUNTY**  
**BENEFITS ADVISORY COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Benefits Advisory Committee** was held on Friday, July 26, 2019 at 1:30 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Jill Bomkamp, Lisa Conard, Mandy Leonard, Sherry Officer, Louise Pfothhauer, Erik Pritzl, Dan Process, John VanderLeest, Janelle Walton, Chad Weininger, David Hemery and Supervisor Megan Borchardt.

**EXCUSED:** n/a

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**1. Call meeting to order.**

The meeting was called to order by Chair Louise Pfothhauer at 1:31pm.

**2. Roll Call.**

Roll call was taken.

**3. Approve/Modify agenda.**

Motion made by Supervisor Borchardt, seconded by Erik Pritzl to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes from June 27, 2019.**

Motion made by Sherry Officer, seconded by Supervisor Borchardt to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Closed Session: Conducting Public Business – Employee Health Insurance Negotiation Results and Strategy for 2020.**

- a. **Open Session: Motion and Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the results of negotiations with various health insurance companies for the 2020 plan year in order to develop competitive future negotiation strategies for employee health and prescription benefits.
- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the results of negotiations with various health insurance companies for the 2020 plan year in order to develop competitive future negotiation strategies for employee health and prescription benefits.
- c. **Reconvene into Open Session:** The governmental body shall reconvene into open session for possible voting and/or other action regarding the results of negotiations with various health insurance companies for the 2020 plan year and competitive future negotiation strategies for employee health and prescription benefits.

Motion made by Supervisor Borchardt, seconded by Janelle Walton to go into closed session. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by John VanderLeest, seconded by Sherry Officer to return to open session. Vote taken. **MOTION CARRIED UNANIMOUSLY**

No action taken.



6. **Schedule next meeting.**

Next meeting scheduled for Thursday, September 12, 2019 at 10:00am.

7. **Adjourn.**

Motion made by John VanderLeest, seconded by Erik Pritzl to adjourn at 2:30pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process  
Secretary

Citizens Redistricting Advisory Subcommittee  
Monday, September 30, 2019  
Meeting Minutes

- I. Chair Linssen called meeting to order at 6:00 p.m. Present: T. Sieber, P. Parish, T. Lund, C. McCutcheon, and H. Rodriguez. Excused: R. Davis.**
- II. Motion to approve the minutes of July 23, 2019 meeting made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.**
- III. Motion to approve the agenda made by T. Lund. Seconded by H. Rodriguez. Motion carried unanimously.**

Comments from the Public: None.

- 1. Discussion and Adoption of Proposed Ordinance to send to Public Hearing for Comment.

Linssen read through the proposed ordinance by sections.

Motion to change the language from “be affiliated” to “must not be a dues paying member of a political party” in Section 3 made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.

Motion to change the language from “be affiliated” to “be a dues paying member of a political party” in Section 4 made by T. Lund. Seconded by T. Sieber. Motion carried unanimously.

Motion to add clarification in Section 4 made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.

Motion to change the language from “to enhance the participation of members of racial or language minority groups in the political process and their ability to elect representatives of choice” to “as defined in the WI Legislative Reference Bureau 2020 Redistricting Guide” in Section 5 made by P. Parish. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to include clarification by adding “in no particular order” in Section 5 made by C. McCutcheon. Seconded by T. Lund. Motion carried unanimously.

Motion to take out the numbering and include bullet points made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to take out the word “a” in Section 7 made by C. McCutcheon. Seconded by T. Sieber. Motion carried unanimously.

Motion to take out “vote on and” in Section 7 made by P. Parish. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to change the language from “Citizens Drafting Committee” to “Citizens Drafting Committee’s” in Section 8 made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

Motion to add the word “a” in Section 9 made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to change the language from “ethics sanctions and/or removal from office” to “referral to Ethics Committee” in Section 10 made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

Motion to change the language from “may” to “will” in Section 10 made by T. Lund. Seconded by H. Rodriguez. Motion carried unanimously.

**Motion to approve the Proposed Ordinance to send to Public Hearing for Comment with the above changes made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.**

2. Discussion and Adoption of Proposed Resolution to send to Public Hearing for Comment.

Linssen read through the proposed resolution by sections.

Motion to change the language in Section 2 made by T. Lund. Seconded by T. Sieber. Motion carried unanimously.

Motion to add "the" in Section 2 made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

**Motion to accept the Proposed Resolution to send to Public Hearing for Comment as modified made by T. Lund. Seconded by P. Parish. Motion carried unanimously.**

3. Set date and time for Public Hearing on Proposed Resolution.

**Motion to set the date and time for the Public Hearing on Proposed Resolution for Tuesday, October 29, 2019 at 6 p.m. made by T. Sieber. Seconded by P. Parish. Motion carried unanimously.**

**Motion to request the Executive Committee to request a representative from the Corporate Council's or the WCA's office to attend the Public Hearing on Proposed Resolution made by T. Sieber. Seconded by H. Rodriguez. Motion carried unanimously.**

4. Such other matters as authorized by law.

Next meeting tentatively scheduled for Tuesday, December 3, 2019 at 6 p.m.

5. Adjourn.

**Motion to adjourn the meeting at 7:15 p.m. made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.**

**PROCEEDINGS OF THE BROWN COUNTY  
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the **Brown County Criminal Justice Coordinating Board** was held on Tuesday, September 10, 2019 at 8 am in the Karen H. Dorau Memorial Conference Room at the Brown County Law Enforcement Center, 300 East Walnut Street, Green Bay, Wisconsin.

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<b>Members Present:</b>	Judge Tammy Hock Michele Andresen (for DA Lasee) Citizen Rep. Tim McNulty Public Defender Rep. Tara Teesch Probation and Parole Rep. Jennifer Hornacek Sheriff Todd Delain	Human Services Committee Rep. Joan Brusky Citizen Rep. Robert Srenaski Citizen Rep. Christopher Zahn County Executive Troy Streckenbach Jail Captain Heidi Michel District Attorney David Lasee
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**Others Present:** Supervisor for Criminal Justice Services, Laura Hettmann  
Clerk of Courts John Vander Leest  
District Court Administrator Tom Schappa  
Corporation Counsel Dave Hemery  
Family Services Representative Angela Stueck  
Supervisor Pat Buckley

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**1. Call Meeting to Order.**

The meeting was called to order by Chair Judge Hock at 8:00 am.

Judge Hock introduced herself and informed she is the judge of Branch 3 as well as the Presiding Judge for Brown County. This was followed by those in attendance introducing themselves.

**2. Approve/modify Agenda.**

Citizen Representative Robert Srenaski indicated he is on the agenda at Item 6, but he has no understanding as to why. Judge Hock said this was something that was addressed at the last meeting. Srenaski said he would like the item struck from the agenda because it was addressed at the last meeting.

Supervisor Brusky questioned if elections should be discussed since Judge Atkinson is no longer with this subcommittee, however Corporation Counsel David Hemery advised elections cannot be added to the agenda without giving 24 hours' notice, but could possibly be discussed under Item 5.

**Motion made by Todd Delain, seconded by Joan Brusky to approve as modified. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Approve/modify Minutes of July 9, 2019.**

**Motion made by Joan Brusky, seconded by Sheriff Delain to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Jail population numbers (Sheriff).**

Sheriff Delain informed the jail population has slightly increased since the last meeting. As of yesterday the jail was at 96% capacity and the work release center was at 90%. In addition there were 63 inmates shipped out and 61 out on EMP. They would like to increase the number of EMPs, but it has been very difficult to find inmates that are qualified to be put on the program. They are doing a review on some inmates that have not been put on the EMP in the past and Delain shared several examples. The jail team looks at the specifics of each case and Delain also looks at how the

inmate has been in the jail and whether they have had any rule violations and then further decisions are made on allowing them to be on the EMP program. Jail Captain Heidi Michel added that they also contact Probation and question the agent whether or not they feel the inmate would be a good fit for EMP and if they are following their probation rules. Delain said it is a challenge finding inmates suitable for the program and they are really digging deep into the barrel to pull EMPs out. He continued that it is just a matter of time before these individuals are going to be out in the community without the supervision of the jail anyway so they are making it more of a transition from complete lockup and seeing how they behave there and then transitioning them to work release and then out on EMP. These inmates are reviewed very closely and so far it has been successful. Those going out on EMP are reviewed thoroughly to be sure they are a good fit and have been compliant with the jail rules. The goal is to transition people back to the community as quickly as possible, but do it in a safe manner.

A question was asked as to what percentage the jail would like to reach for the EMP program. Delain responded that they can manage 100 on EMP and they have done that in the past. Right now he could put 40 more out on the program, but there are not that many eligible inmates. It was noted they have two to three walk aways from work release every week. They are lower risk offenders and they generally get picked up on new charges within a few weeks and then they can have escape charges or bail jumping charges added based on the recommendation of the DA's office.

**5. Status of County Board action concerning subcommittee. (D. Hemery).**

Corporation Counsel Dave Hemery informed that in October 2018 Supervisor Brusky asked that the resolution creating this Criminal Justice Coordinating Board be amended to add a treatment court judge. Hemery looked into what that process would entail and noted that this subcommittee is not a statutory committee. The State Criminal Justice Coordinating Council is statutory, but the local boards or councils are typically created by local resolution. Hemery has reviewed prior resolutions and found that the Criminal Justice Coordinating Board in Brown County was created in 1992 by resolution that included the purpose and membership. In 1996 the CJCB was amended by resolution that added terms of memberships, designees and appointing procedures for citizen members and it also changed some of the membership. One significant thing in that resolution is that the first 11 positions are permanent members and that resolution also had citizen reps who were not permanent but were appointed by the County Executive and confirmed by the County Board and there was also a Sheriff's Department Accountant that was not permanent. This is significant because the first 11 members at that time included the Chief Deputy Judge of the Circuit Court. Whoever was in that position was a member; it is not that a specific individual holds the membership, the position holds the membership. For instance, if the Sheriff were to change, the new Sheriff would automatically step in to fill the spot of the former Sheriff.

Hemery continued that the CJCB was again amended by resolution several years later and some membership was changed. Finally, in 2018 the resolution was again amended and that is where we currently are. The 2018 amended resolution amended positions and membership. The issue in October 2018 is can a treatment court judge be added to the membership. The request to add a treatment court judge was discussed and it was determined that a treatment court judge should not be added, however, this Board determined that position titles should be changed in order to reflect current titles and designee status should also be added. A resolution was then presented to this Board for consideration changing a number of titles and adding designees to several positions and this resolution was approved and then forwarded on to the County Board Committees. One Committee decided to change the resolution to have citizen representatives be human services advocates rather than having them appointed by the County Executive and confirmed by the County Board. The resolution was then sent back to this Board for reconsideration regarding adding the human services advocate provision and this Board decided to go along with having four citizen representatives appointed by the Executive and confirmed by the County Board. On September 4 that resolution was forwarded to the County Board office for inclusion on the Public Safety Agenda and the Human Services Committee agenda, however the item was not included on the Public Safety Committee agenda because the Public safety Chair realized there would be a new chair on this Board and wanted to make sure the proposed resolution was consistent with what the new chair wanted. The resolution now will have to be taken up at the Public Safety Committee and then on to the full County Board.

Hemery continued that he received an e-mail from Supervisor Brusky yesterday and one of her concerns was who the Chair of the CJCIB would be and she recalled that the members voted to have Judge Atkinson as the Chair and she asked if the Chair should be elected. Hemery said because this is not a statutory committee, there are not rules or directives there. In this case everything was created by resolution and therefore it is the position that holds the seat as opposed to an individual and what this Board did was elect the Presiding Judge as the Chair. It is Hemery's position regarding the Chair of this Board that the presiding Judge was elected as the Chair and the individual that held that title resigned and therefore the new Presiding Judge would step in to the shoes of the old one as Chair of this subcommittee.

There is also the issue of creating the criminal justice efficiency work group. In order to create that, we first need to have members of the CJCIB established so discussions and voting can be done regarding whether or not to create the efficiency work group, who should be on it, what the term of membership should be, what the mission statement is, etc. At next month's Public Safety meeting the resolution amending the makeup of this Board will be heard and will then move on to the County Board for approval. Assuming it is passed by the full Board, there will then be an official understanding of who is on this Board and what their positions are and at that point this Board could take up the issue of the criminal justice efficiency work group.

Brusky informed she would also like to discuss the frequency of these meetings. Hemery responded that he is prepared to address some of the items contained in Supervisor Brusky's e-mail with the Chair's approval as they are not specifically on the agenda. These items include questions regarding the Chair of this Board which was discussed above, frequency of meetings and Vice Chair of this Board. Judge Hock informed she did not have a problem addressing the frequency of meetings, but based on her review of prior minutes, it looks like the Vice Chair issue has already been decided and does not need to be discussed further or, if it was to be discussed further, it should be done as a future agenda item.

Hemery said Brusky's e-mail notes that in July 2018 this Board decided that a Vice Chair was not necessary. If this issue is to be taken up again, it should be included on a future agenda. Frequency of meetings is the duty of the Chair. Hemery noted that when he was looking into creation of this Board he was looking for two main things; one being resolutions creating or amending the Board and the second was by-laws. In May of this year Hemery asked the Board whether by-law exist and nobody on the Board was aware of any. Those are the two documents that typically set out the rules for Boards. In this case, with no by-laws, the default would be Roberts Rules which sets out that it would be up to the Chair to determine the frequency of meetings.

Chair Hock informed she looked back historically and found meetings were typically held every two or three months and she feels quarterly meetings would be appropriate. It appears meetings are typically held on the second Tuesday of the month and are scheduled at 8:00 am and she is agreeable to continue with that schedule in the months of March, June, September and December. Accordingly the next meeting will be held on December 10 at 8:00 am.

Brusky said historically this Board was meeting every two months and she has perused what other counties are doing as well and it seems they are having meetings every two months. She noted that on our current schedule it is difficult to get things done and added that we started the process of amended the membership of this Board in January and we aware not done and it is September. Judge Hock said it is not just a function of this Board, it also needs to go to other Committees and based on her review of the minutes that these are issues that would need to be addressed six times a year. Giving consideration to everyone's scheduled, Judge Hock feels meeting four times a years would be sufficient and she reiterated that the next meeting will be held on December 10.

**6. Federal Inmates (R. Srenaski).** *This item was struck from the agenda it Item 2 above.*

**7. Future Agenda Items, if any.**

DA Lasee would like to advocate that this Board be a little more active, but he does not necessarily feel we need to meet more frequently to make that happen. The membership of this Board is such that there are great opportunities

to make differences within the system. There are definitely inefficiencies within the system and Lasee feels when the Board was more active some valuable things were accomplished. He referenced the system map that was done several years ago and feels perhaps we could take another look at that and dig into it. This Board has the ability to do some things that could be beneficial to the system as a whole in terms of identifying inefficiencies and making improvements. Lasee does not know if that means we need to meet more frequently or just put things on the agenda to tackle. Judge Hock agreed with DA Lasee in that it is a matter of addressing the issues at the meetings and if there are items people want on the agenda they can let her know.

Delain commented that since he has been on this Board, there has not been much on the agenda to move forward and much like most people in this room, he does not have a lot of time to just go to meetings that are not productive. To Judge Hock's point, he would clearly support a quarterly meeting for an agenda with some substance to it.

Clerk of Courts John Vander Leest referenced Lasee's comment about system inefficiencies and feels this would be a good item to include on the next agenda. Lasee added that at the next meeting we should have a review of the system map that was created several years ago and noted a few small changes were made as a result of the mapping, but not much further was done. Lasee suggested that the map be provided to Board members prior to the next meeting for review. He also recalled that former Sheriff Gossage brought in someone from the National Institute of Corrections to do a jail study and perhaps that could be distributed to the Board before the next meeting for review and then further discussion. It was pointed out that that study is available on the Sheriff's web page. There are a lot of overlapping suggestions in those documents and Lasee feels having them on the next agenda would be appropriate.

Srenaski recalled the NIC report referred to by Lasee contained an elaborate set of recommendations for this body to move forward on and he agrees that it would be worthwhile to have those recommendations in front of the Board at the next meeting so we can have an open discussion of what role this Board could play in implementing some of those suggestions.

Brusky would also like to have an agenda item on the next agenda to revisit the Vice Chair position of this Board.

8. Other such matters as authorized by law. None.

9. Adjourn.

Motion made by Todd Delain, seconded by Tim Mc Nulty to adjourn at 8:33 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Alicia Loehlein  
Recording Secretary

Therese Giannunzio  
Transcriptionist

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 19, 2019, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**ROLL CALL:**

Tom Deidrick-Vice Chair	<u>Exc</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Chuck Lamine, Patrick Leifker, Matt Roberts, Kathy Meyer, Megan Walker, Andy Dillins, Jayme Valentine, David Dietrich, Stephanie Schmutzer, and Cheryl Renier-Wigg

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 17, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the June 17, 2019 meeting of the Brown County Housing Authority. Motion carried.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

**A. Preliminary Applications**

There were 246 preliminary applications for July.

**B. Unit Count**

The unit count for July was 2,909.

**C. Housing Assistance Payments Expenses**

The July HAP expense totaled \$1,354,169.

**D. Housing Quality Standard Inspection Compliance**

There were a total of 408 inspections conducted for July. Out of the 408 inspections; 219 passed initial inspection, 70 passed re-inspection; 88 failed; and 31 were a no show.

**E. Program Activity/52681B (administrative costs, portability activity, SEMAP)**

For the month of July there were 264 port outs with an associated HAP expense of \$254,699.00. ICS was under spent by \$2,260.93 and the FSS underspent by \$377.04.

**F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)**

In July there were 88 active FSS clients, 47 clients in level one; 26 clients in level two; 6 client in level three and 8 clients in level four. There were 2 new contracts signed, 1 graduate, 37 active escrow accounts and 47 active homeowners.

**G. VASH Reports; Omitted from Reporting**

**H. Langan Investigations Criminal Background Screening and Fraud Investigations**

For July, there were 37 total investigations, 2 new investigations, 20 outstanding cases and 7 case closed. There were 177 new applications processed, 172 were approved and 3 were denied and 2 pending. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere, and Ashwaubenon. Applications by Municipality is as follows: Green Bay, and Ashwaubenon, and Other (outside of Brown County).



- I. Quarterly Langan Background Check Denials Report. A total of 2 for second quarter, 1 for manufacture/deliver heroin and 1 for possession of marijuana.
- J. Quarterly Active Cases Breakdown. As of July 1, 2019, there were 2,778 active cases, 56% Head of household elderly/disabled, 31% Head of household not elderly/disabled with earned income, 10% Head of household not elderly/disabled with no earned income and with dependents; 3% Head of household, not elderly/disabled with no earned income and no dependents.,
- K. Quarterly End of Participation. 104 total terminations; largest port out absorbed, family obligations violation and voluntary termination.
- L. Quarterly Customer Service Satisfaction. For all responses received for second quarter, 78% Excellent, 16% Very Good, 5% Good, 1% Fair and 0% Poor.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file. Motion carried.

#### **NEW BUSINESS:**

- 3. Consideration with possible action to approve BCHA support on the repositioning of GBHA scattered sites housing units under Section 18 of the Housing Act of 1937.

C. Lamine reported that on June 11, 2019, BCHA and ICS staff met with the GBHA to discuss the option of BCHA supporting their request to reposition 50 of their scattered housing units. C. Lamine stated that the BCHA will get additional administrative fees; ICS expenditures will roughly remain the same as they are able to absorb an additional 50 units for inspection; and this gives the City an additional tool where they can increase homeownership options for Brown County residents. C. Renier-Wigg stated that HUD provides dollars to maintain these scattered sites and is encouraging repositioning these sites. Green Bay Housing would own these sites and would apply for the project based vouchers. BCHA staff recommends approval

A motion was made by A. Hartman, seconded by J. Fenner to support the repositioning of GBHA scattered sites housing units under Section 18 of the Housing Act of 1937. Motion carried.

- 4. ICS's Annual Report for 2018 for housing programs, self-sufficiency programs, and customer service.

P. Leifker provided a summary of the annual report. The report provides data on the housing programs, self-sufficiency programs and customer service reports.

C. Goodard asked if there were any main point of the report. P. Leifker noted that the number of rowhouses and garden apartments that we have and the program utilizes. Discussion ensued.

A. Hartman asked the difference between older homes converted vs. multi-family. M. Roberts stated that an older home converted seems to be more of the large single family made into more segmented into individual rental units vs. an intended multi-family units constructed that way.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file ICS's Annual Report for 2018 for housing programs, self-sufficiency programs and customer services. Motion carried.

- 5. ICS's Five Year Report from 2013-2018 for housing programs, self-sufficiency programs, and customer service.

P. Leifker provided a summary of the five-year report. The report is similar to the annual report except it is a 5-year analysis of the previous 5-year reports. Provides the ability to spot trend a little bit more to monitor different areas of the program.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file ICS's Five Year Report from 2013-2018 for housing programs, self-sufficiency programs and customer services with reservation to ask questions regarding the report at our next meeting. Motion carried.

6. Consideration with possible action regarding moving the BCHA September 16, 2019 meeting to the date of September 9, 2019.

C. Lamine suggested moving the BCHA board meeting from the 16<sup>th</sup> to the 23<sup>rd</sup>, rather than the 9<sup>th</sup> as he will be on vacation. C. Lamine explained that the WAHA 2019 fall conference is being held September 16-19 in Milwaukee and Patrick will be attending the conference.

J. Fenner stated he would also like to attend the fall conference. C. Lamine indicated that he and K. Meyer will get John registered for the conference.

A motion was made by A. Hartman, seconded by J. Fenner to move the September 16<sup>th</sup> BCHA meeting to September 23, 2019. Motion carried.

7. Adam Kofoed's resignation letter as the Housing Administrator for the BCHA.

C. Lamine indicated that Adam had an opportunity to take a position back in his home state of Iowa. Adam's last day with Brown County was July 23, 2019.

8. Patrick Leifker's appointment as the new Housing Administrator for the BCHA.

C. Lamine introduced Patrick Leifker as the new Housing Administrator. C. Lamine is pleased to have Patrick join Brown County, and his first day will be Wednesday, August 28, 2019.

J. Fenner expressed some concern that the Board was not involved in the hiring decision process.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the hiring of Patrick Leifker as the new Brown County Housing Administrator. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

9. Consideration with possible action on acceptance of BCHA bills.

C. Lamine indicated that the checks include bills that were from July as well as this month. Nothing significant to note.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA financial report.

C. Lamine stated that we are on target with the budget. Nothing significant to report.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

#### **STAFF REPORTS AND INFORMATIONAL:**

11. Executive Director's Report

a. Milwaukee Meeting with Potential Development Partners.

C. Lamine provided a brief overview of a recent meeting he and Adam Kofoed had with Cardinal Capital in Milwaukee in June. They toured several projects in the Milwaukee area. Cardinal Capital has offices in Milwaukee and Madison and we have worked successfully in the past with them.

b. Transitioning Process.

C. Lamine briefly commented on the transitioning process for both BCHA and ICS. C. Lamine stated he is looking forward to getting Patrick on board.

c. VA letter of support for additional VASH vouchers.

Additional VAHS vouchers are being made available by HUD. There have been ongoing communications with the BCHA and the VA office. There is interest from the BCHA to do what we can to assist the Veterans. C. Lamine indicated that he has asked P. Leifker to move forward with this project to seek additional VASH vouchers. P. Leifker indicated that the information he submitted was a registration of interest. P. Leifker stated that it will probably be later this year that he receives information back from HUD.

**12 OTHER BUSINESS:**

C. Lamine indicated that we were scheduled for a 3-day HUD visit/audit of the voucher management system in the early part of September. C. Lamine stated he sent them a letter asking for a 30-60 day delay in the visit due to the turnover of staff both with BCHA and ICS. As of today, we have not been able to confirm a new date for the visit.

Date of next meeting: September 23, 2019.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.  
Meeting adjourned at 4:13 p.m.

JULY 9, 2019  
LEPC

1- 1:30 Tom Collins

2- 1:50 Steve 2nd Chris

3- 1:Chris 2nd Steve

4- No enough personal to vote

5) nothing new on membership

6<sup>A</sup> ARCS - 1 new member, began full implementation of ARCS Connect,  
Tuesday Jun 24<sup>th</sup> Skyscan activation, 7 station operation!  
invite national contest 18-23 Aug, Gary Mike (key club will  
be helping, 2 day HAM Cram + test, July 18<sup>th</sup> 6:30 pm  
ARCS (ZACPS)

8) EM Report - Second LEPC Requirements

7) Tom Collins - nothing to report

Justin - Nothing to

Steve - TTX message 110 participants, Fight the bite campaign

CHSPER project, Emergency Readiness of community

Tony / Russ - HAZWOPER team working on preparedness, HAZWOPER  
games, memorial day weekend release, Review documentation for PSM  
August mock drill,

8) none

9) Nothing

10) Adjourn - Justin, Steve



Brown County, Wisconsin  
Local Emergency Planning  
Committee  
"A Plan for Hazardous Materials"  
3030 Curry Lane  
Green Bay, WI 54311  
(920) 391-7431 FAX (920) 391-7435

## Sign IN

Name

Agency

CHARS LEHNER

ARES/ARCES

Tom Collins

FSC

JUSTIN HEWITT

CEBWU

Tommy Thao

Schreiber

Russ Franki

Schreiber

Steve Johnson

Brown Co. Public Health

Brown County, Wisconsin  
Local Emergency Planning Committee  
"A Plan for Hazardous Materials"  
3030 Curry Lane  
Green Bay, WI 54311  
Phone: (920) 391-7431  
FAX (920) 391-7435

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on June 20, 2019 at 5:15 p.m. at the Brown County Southwest Branch Library, 974 Ninth Street, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:** ANNETTE AUBINGER

**ABSENT:** KAYLA JACOBSON

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, and Andrea West (staff). Alex Tran, Brown County Supervisor, District 21.

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:25 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES.** **Motion** by Vander Leest, seconded by Pletcher, to approve the agenda and minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

**PRESENTATION BY ANDREA WEST, MANAGER** Andrea West introduced herself. She has been the Southwest Branch Manager for 2 ½ years. The branch has a staff of six and the demographics they serve include retirees, and new families with children as well as Somali families new to the area. The layout of the branch and grounds provides easy access to the parking lot. All their collections are used well – dedicated Spanish collection, adult fiction, mysteries, DVDs, etc. The Library has a unique collection of things and the Southwest Branch offers Immersion Kits, Arduino kits and carnival games.

Signature events have included the 60<sup>th</sup> anniversary party and the annual (“umpteenth”) carnival. The carnival that took place last week is their biggest event and about 350 people attended. Van Dyck asked how the neighbors feel about this. West replied that they are okay with it. Summer programming at the branch includes WIT for girls (tech classes); one-on-one Reading Coaches for Kids (provided by the Volunteer Center across the street); and a week-long Arduino Camp. The expansion has opened up so many programming opportunities. Examples of other programs include (Adult) Wii bowling, concert by Kurt Gunn, Gardening for Self-Sufficiency, Book Group; (Teen) Black-Out Poetry, Unicorn Day, Teen Writing; and (Children) Code-a-pillar; escape rooms; Loose Parts; and sewing classes.

Some challenges the branch deals with include the very loud heating and cooling system in the meeting room; sometimes the meeting room is not large enough for events, and the Think Tanks are not sound proof so privacy can be a concern. The branch’s busiest times are during the summer. They have a good after-school crowd and are busy on Saturdays. Staff regularly interacts with new cardholders – new families moving into the neighborhood. Gretchen Swadley, the youth services librarian, really makes great connections as does the rest of the staff. West commented that, “the staff is an incredible team.” West showed the Arduino kit and described what they can do.

West was recently selected as the manager of Adult Services at the Central Library. She is currently splitting her time between the two locations to provide coverage where needed. The board thanked Andrea for her presentation and wished her well in her new role.

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reviewed the financial statements. The budget is under by ~4% in personnel costs due to vacant positions and running a little over on operating due to higher expenditures in the beginning of the year. Chosa expects a surplus in personnel at the end of the year.

**Motion** by Vander Leest, seconded by Running, to receive and place on file the financial report and May, 2019 Gifts, Grants and Donation report as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
May 2019**

**Gifts & Donations**

05/01/19	E Rogers	25 00	CL Bock Memorial C Lindsley
05/02/19	BCL Jeans Day	149 20	To United Way
05/14/19	Friends of the Brown County Library	575 00	LHG Donations & Constant Contact
05/22/19	Coco's Urban Cottage	26 88	General
05/22/19	D Cavi	50 00	SW in Memorial A Parmentier
05/22/19	L Herman	20 00	SW in Memorial A Parmentier
05/22/19	Letto	20 00	SW in Memorial A Parmentier
05/22/19	S Jorg	60 00	SW in Memorial A Parmentier
05/22/19	N Johnson	20 00	Memorial B McKeough
05/29/19	L Junninen	25 00	Memorial F Johnson
05/01/19	Ashwaubenon	44 15	Donation Box
05/01/19	Bookmobile	8 10	Donation Box
05/01/19	East	27 47	Donation Box
05/01/19	Weyers-Hilliard	44 00	Donation Box
05/01/19	Customer Service	61 36	Donation Box
05/01/19	Kress	14 24	Donation Box
05/01/19	Pulaski	20 00	Donation Box
05/01/19	Southwest	6 77	Donation Box
05/01/19	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 1,197.17</b>	

**Federal & State Grants  
5/31/2019**

**Total Grants**

**\$**

**Motion carried.**

Further information was shared regarding outstanding balances on patron accounts. An analysis of seven years (2012-2019 YTD) reveals that \$415,282 of the total owed were accounts returned from the collection agency as uncollectible. Chosa spoke with a representative from WI Debt Service (state collection agency) and learned they work with two libraries. Social security numbers and driver's license numbers are collected by a third party (skip trace) to collect data. If WI Debt can keep the data it would not compromise Chapter 43. The agency works through the Department of Revenue. Running suggested getting feedback from libraries that use this service – what kind of impression does this make on the library? Meli asked if collecting debt was the direction the library wanted to go since many libraries have gone fine-free. Van Dyck wondered, from an administrative point of view, how the library can avoid getting to the point where fines owed are to the level that a collection agency has to be engaged. The library makes use of overdue notices and also blocks cards with fines over \$10.00 thus preventing checkout. Vander Leest commented that this is an effective way to recover tax payer expenditures. Pletcher suggested that monies recouped/collected should be reinvested into the collection. Chosa will continue her research and report back at the next meeting.

Chosa will present comparative data (per capita statistics) to Ed & Rec.

**FACILITIES REPORT** Beyler reported that the building automation controls are complete at Kress, Weyers-Hilliard, and Ashwaubenon. Central will be completed next.

**PERSONNEL UPDATE** Rogers reported that the search and screens for the Collection Development Manager, two 25-hour Library Associates and two clerks are near completion. Managers were hired for Adult Services (Andrea West) and Circulation Services (Ashley McHose) at Central. Staff is getting acclimated in new departments (after restructuring). The Central Manager search will be launched in July. Two staff are representing the library at the American Library Association conference. Mary Jane Herber has been named the Local History, Genealogy and Special Collections Manager. West and McHose were selected to participate in the WLA Leadership Institute. There are currently seven vacant positions. This amount seems typical for this time of year.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that Summer Reading Adventure kicked off on June 8 and there were about 1000 in attendance. The program is running at full speed at all locations. Registrants to date total over 7700 and this doesn't include the groups that are participating or the GBAPS. What is important about this number is that it is indicative that all ages, children, teens and adults value the importance of reading whether they are reading for fun or reading to improve skills. The variety of programming offered at all locations provide unique and rewarding experiences. The reading prizes/incentives earned are an added attraction for all ages as well. One mom commented, "I just have to tell you that the library does such a great job with your Summer Reading Program. My kids just LOVE all the prizes!"

Recently, two additional organizations came on board as partners for the Summer Reading Adventure – the YMCA who is offering a one-day pass at any of their four local Ys, and WI Herd (NBA G league – affiliated with the Milwaukee Bucks) who has donated game ticket vouchers, key chains and tattoos.

The Denmark Branch began their extended summer hours Mon|Wed 1-8 and Tues|Thurs 10-5. These will continue through August 23.

Green Bay Mayor's Kids' Day is Tuesday, June 25. The city branches of Central, East, and Southwest have programs planned and the Bookmobile will be on site at Leicht Park – where many activities take place throughout the day. A live remote of the activities taking place is scheduled for that morning and the Bookmobile Operator will be interviewed.

The Friends, at their Board meeting on Monday night, approved requests for funding from library staff. Some items that will be purchased include cameras for all locations, privacy screens for public computers, mobile outreach kits that staff will develop; transportation for school field trips to the library during National Library Card Signup Month in September and new laptops that staff use for training customers and other demonstration purposes.

"Brown County on the Go" held their first event on June 12 in Wrightstown. The weather was rainy and this likely impacted attendance. The library and its partners are look forward to future events.

**APPROVE REVISED STAFF TRAVEL POLICY Motion** by Vander Leest, seconded by Meli, to approve the revised staff travel policy that more closely aligns with the county's ordinance. **Motion carried.**

**APPROVE ALL UPDATED JOB DESCRIPTIONS Motion** by Vander Leest, seconded by Running, to approve the following updated job descriptions in one action:

- A. Acquisitions Associate
- B. Cataloging and Archives Librarian
- C. Cataloging Associate
- D. Technical Services Clerk
- E. Technical Services Specialist

**Motion** by Vander Leest, seconded by Meli, to approve the updated job descriptions. **Motion carried.**

**APPROVE TABLE OF ORGANIZATION CHANGE – SAFETY MANAGER** Rogers explained the re-positioning of staff to create this role. Having an expert in this field will benefit the library greatly as safety concerns are on the rise. **Motion** by Vander Leest, seconded by Pletcher, to approve the Table of Organization creating a Safety Manager position. Terrien thinks that this position needs to be looked at more carefully and suggested that a stronger approach is needed. He asked to study it for another month. This position would train staff in handling violence or how to handle situations that escalate quickly. Vander Leest talked about the Safety Manager the county has but that position is more about risk management. Rogers continued that the Central Library would be the home base for this position but it would work with all branches. Characteristics of a successful candidate would be one with a criminal justice background and experience in AED and CPR training. Responsibilities would include de-escalation training, how to handle problem patrons, how to prevent incidents, etc. Running is in favor of building relationships with local police departments. Running suggests waiting a month. Meli indicate that it will take a long time to hire someone. Van Dyck is not in favor of this position but supports safety. He is concerned that training at all locations is not a full-time job and training doesn't guarantee a safer library. Situations will happen when the safety manager is not on site. Recognizing that one cannot plan for everything it was expressed that it might be more fiscally beneficial to hire an outside firm to conduct training. Pletcher sees this person as staff support - staff shouldn't necessarily be the enforcers. Rodriguez suggested a position similar to SROs (school resource officers) who are often qualified, retired law enforcement officers. They know the community and know what to look for. Vander Leest suggested a higher wage up to \$25.50 per hour.

Vander Leest rescinded his motion. The job description will be reviewed and re-sent to the board for consideration next month.

**Motion** by Vander Leest, seconded by Pletcher, to adjust the hourly rate in the Table of Organization Change Resolution from \$23.51 up to \$25.50 seconded by Pletcher. **Motion carried by majority, 6-1.** (Terrien)

**Motion** by Vander Leest, seconded by Meli, to approve the adjusted Table of Organization Change Resolution. **Motion carried by majority 5-2.** (Terrien and Van Dyck)

Discussion regarding the job description will take place at the July meeting.

**DISCUSSION AND POSSIBLE ACTION – BOARD COMPOSITION AND BY-LAWS REVIEW** Motion by Meli, second by Pletcher, to defer this agenda item to the July meeting at Central. A July presentation by staff will be deferred. **Motion carried.**

**PRESIDENT'S REPORT** Van Dyck would like a meeting to take place between the Green Bay Police department, Brown County Sheriff's department and library representatives to come to agreement on protocol regarding the handling of violations.



**LIBRARY DIRECTOR'S REPORT** In addition to the report included in the packet, Sugden shared that the library has been asked to submit for the County Planning's 20-year comprehensive plan. Points featured will include facilities, operational excellence, programming, funding, partnerships, and outreach. This will be brought to the board in July for approval.

**OPEN SESSION** Pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches. **Motion** by Pletcher, seconded by Running, to move into closed session at 7:38 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Pletcher, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

**CLOSED SESSION** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.

**RECONVENE IN OPEN SESSION** Approve any action that may have been recommended in Closed Session. **Motion** by Running, seconded by Pletcher, to return to open session at 8:13 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

**Motion** by Running, seconded by Terrien, to authorize Bay Lake Commercial to make re-offer to purchase the Ashwaubenon property parcel #VA-99-2-B in the amount of \$1.2M subject to contingencies and approval by the Brown County Board of Supervisors. **Motion carried.**

**OTHER BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**ADJOURNMENT** **Motion** by Meli, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 8:14 pm.

**NEXT REGULAR MEETING:**

July 18, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on July 18, 2019 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:15 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES.** It was suggested to move agenda items #5, 6 and 7 before agenda item #4. **Motion** by Pletcher, seconded by Rodriguez, to approve the modified agenda. **Motion carried.** **Motion** by Jacobson, seconded by Pletcher, to approve the minutes. **Motion carried.**

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

### **2020 BUDGET**

#### **APPROVE PERFORMANCE MEASURES, MISSION STATEMENT AND PROGRAM DESCRIPTION**

Pulaski Branch will be added to the new department initiatives (1) and (4). **Motion** by Jacobson, seconded by Vander Leest, to approve the performance measure, mission statement and program description as amended. **Motion carried.**

#### **APPROVE 2020 BUDGET PROPOSAL**

A change was made in the levy calculation and Chosa distributed the most recent revision of the 2020 budget. Chosa walked the board through the major changes of the budget including the Shawano County revenue loss. E-rate revenue was previously booked in the 106 fund. That revenue was moved to the 105 fund to offset the chargeback. Coin-op revenue was also pulled from the 106 fund into fines and fees revenue. Software and licenses were reduced due to one-time purchase of multi-function device. Savings in electric due to lighting retrofits. Elimination of some Centrix phone lines resulted in a savings.

**Motion** by Vander Leest, seconded by Jacobson to approve the 2020 budget proposal. **Motion carried.**

Chosa displayed an analysis of levy and personnel costs and shared concern about budgeting if levy stays flat and wage base keeps increasing.

*Rodriguez left the meeting at 6:12 pm.*

### **LIBRARY BUSINESS**

#### **APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

**Motion** by Vander Leest, seconded by Jacobson, to receive and place on file the financial report and June, 2019 Gifts, Grants and Donation report as follows:

Brown County Library  
Gifts, Grants & Donations Report  
June 2019

**Gifts & Donations**

6/5/2019	United Way Jeans Day Collections	52.00	For United Way
6/5/2019	Sisters of St. Francis of the Holy Cross	200.00	Children's Garden
6/5/2019	Coco's Urban Cottage	9.51	General
6/12/2019	B. Patterson	17.00	General - Central
6/12/2019	Brown County Community Women's Club, Inc.	19.49	Memorial B. Johnson
6/19/2019	Friends of the Brown County Library	60.47	Bulk Mailing
6/1/2019	Ashwaubenon	49.40	Donation Box
6/1/2019	Bookmobile		Donation Box
6/1/2019	East	17.72	Donation Box
6/1/2019	Weyers/Hilliard	78.75	Donation Box
6/1/2019	Customer Service	35.50	Donation Box
6/1/2019	Kress	45.56	Donation Box
6/1/2019	Pulaski	13.10	Donation Box
6/1/2019	Southwest	6.98	Donation Box
6/1/2019	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 605.48</b>	

**Federal & State Grants**

06/20/19  
06/20/19  
06/20/19  
06/20/19  
06/20/19

**Total Grants**

**\$**

**Motion carried.**

**FACILITIES REPORT** Beyler reported that he and Jon Morehouse from County Facilities toured the property at True Lane. There are concerns about the building's structure and concrete brick wall as there is some bowing. Fixing it would cost about 60% of building new. A building inspector thought the building block could be fixed as did a mason contractor, although it would require a lot of tuck pointing. There were also shared concerns about the built-up roof. Repairs could last 20-30 years. Vander Leest thought the masonry opinion is important. The owner wanted to use own offer to purchase form. At this stage, the board can proceed with the purchase offer. Vander Leest said you have to look at all options. Aubinger has leads on other land/properties. Van Dyck noted that the library has to decide what they want to be as location will affect the crowd you attract. **Motion** by Vander Leest, seconded by Pletcher to receive and place on file. **Motion carried.**

**PERSONNEL UPDATE** Rogers reported the hiring of two new clerks and two new associates (Jay Gerlach moved from Denmark to Central); Clare Kindt moved from the manager position at Kress and Wrightstown to the Collection Development Manager role. Open positions include Kress/WRI manager; clerk; Central Manager; Library Associate; Safety Officer and maintenance worker. Trustee Week webinars – encouraged the Board to attend. Kathy Pletcher is one of the presenters. Planning is underway for the September 13 staff development day. **Motion** by Vander Leest, seconded by Pletcher, to receive and place on file. **Motion carried.**

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the Summer Reading Adventure is continuing with great success – high-interest programs are well attended and registration to date (including participating schools and Green Bay Parks) total over 10,500! The next events calendar covering September – November will go live in mid-August.

Library card sign up month is September and activities are being planned to encourage residents to become library users.

Lagerman is representing the library in a collaborative effort related to reducing social isolation among older rural adults through the use of technology. Colleagues include ADRC, Curative Connections, Feeding America, Neighborhood Partners-Goodwill Industries, Options for Independent Living, and Big Brothers and Big Sisters. Bader Philanthropies in Milwaukee is funding RFPs of community-based, multi-agency collaborative efforts throughout NEW. The group is in the brainstorming stage and is working on asset mapping in preparation for the next meeting.

Access has been given to the county's new website to migrate our own content. The library's website is very complex and uses a lot of custom programming. We plan to have a presence on the county's website (as we do now) and migrate content that meets the focus of the county's website – like online services such as pay your fines online as well as library events.

The library is a participating member of the Arts and Culture Coalition. The coalition is seeking 11 volunteers to serve on the inaugural board. The board's first order of business will be to continue the work on an Arts & Culture calendar/app and develop a communication plan to educate the community at large about the existence and scope of work of this coalition. The library has an opportunity to play an important role in connecting with the community so a submission to serve on the board will be put forward. A selection committee will choose from the names submitted.

**Motion** by Vander Leest, seconded by Pletcher, to receive and place on file. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION – SAFETY MANAGER JOB DESCRIPTION** Suggestion to change title to Safety Officer. Rogers and Sugden met with Terrien who offered ideas on the position. A staff from the Sheriff's department will be part of the search and screen. Per Van Dyck's request, Rogers will reach out to Matt Kriese, the BC Parks Director, regarding training, and to find out more about their part-time position, and to see if there is an opportunity to share/split one position.

**Motion** by Vander Leest, seconded by Pletcher, to approve the revised Safety Officer job description. Terrien asked about the ability to carry a firearm. HR and Risk Management were concerned about liability as there are no other positions in the county like this. It would be a whole other level of compensation and requirements. This staff would liaison with law enforcement. **Motion carried.**  
**One Nay (Terrien).**

Discussion regarding the job description will take place at the July meeting.

**APPROVAL OF LIBRARY'S SUBMISSION FOR BROWN COUNTY COMPREHENSIVE PLAN** Sugden shared the prepared document requested for the County's 20-year comprehensive plan. They specified the format, white space, font size, etc. It is a summary of services and assets for the library and its direction. **Motion** by Vander Leest, seconded by Meli, to approve the submission for the county's comprehensive plan.

*Running and Meli left the meeting at 6:30 pm.*

**DISCUSSION AND POSSIBLE ACTION – BOARD COMPOSITION AND BY-LAWS REVIEW** No changes will be made at this time. **Motion** by Vander Leest, seconded by Pletcher, to approve to receive and place on file. **Motion carried.** Staff will investigate if virtual attendance is allowed.

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** In addition to the report included in the packet, Sugden shared participating in new director's boot camp through DPI in August. She has also been accepted into the next 2020 Leadership Green Bay class. The Denmark Branch faces unique challenges - the school changed locks without notifying library staff and by shutting off lights off to save money has caused safety issues for library patrons. The road construction has caused access problems. Usage has really slowed down even with extended hours. It is being proven that this is not a good long-term solution for the library. Vander Leest suggested sending a letter outlining issues to the school personnel. A request was made for Denmark usage statistics to be presented at the August meeting.

*Vander Leest left the meeting at 7:15 pm*

Sugden has been meeting with eager Pulaski Branch advocates who would like an expanded space. The current space is insufficient. It is a revenue generator because of tri-county service. Pulaski has been looking for a potential partner for the library. Likely PACE (Pulaski Area Community Education). Interest should be confirmed in writing. Any partnership of the village and county should have a clear understanding as it relates to cost. A village trustee worked with an architect for a rendering. Some aspects don't cover all the library's needs. It would cost about \$1.5 M to expand the current building. The village would fundraise. The next step is to find an architect to produce actual documents.

**OTHER BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**ADJOURNMENT** **Motion** by Pletcher, seconded by Aubinger, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:30 pm.

**NEXT REGULAR MEETING:**

**August 15, 2019**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary

# PROCEEDINGS OF THE BROWN COUNTY PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Interim Chief Tom Rolling – Ashwaubenon PS  
Director Chris Gabryszek – County Rescue  
Chief Andrew Smith – Green Bay PD  
Chief Kurt Minten – Lawrence PD  
Interim Chief Randy Tews – Ashwaubenon PS  
Chief Alan Matzke – DePere Fire/Rescue  
Chief David Litton – Green Bay Metro PD  
Chief Eric Boulanger – Oneida PD  
Chief Greg Deike – Wrightstown PD

Sheriff Todd Delain – BC Sheriff  
Chief Derek Beiderwieden – DePere PD  
Chief Randy Bani – Hobart/Lawrence PD  
Chief Mark Hendzel – Pulaski PD  
Chief Dave Jones – UW Green Bay PD

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A regular meeting was held on **September 24, 2019** at Brown County Public Safety Communications Building, located at 3028 Curry Lane, Green Bay, WI.

I. Call to Order

The meeting was called to order by Chief Beiderwieden at 10:03 a.m.

II. Roll Call

Present:

- Chief Alan Matzke
- Battalion Chief Ryan Gibbons
- Chief Eric Boulanger
- Chief Mark Hendzel
- Chief Greg Deike
- Commander Paul Ebel
- Chief Derek Beiderwieden
- Chief Kurt Minten
- Interim Chief Tom Rolling
- Interim Chief Randy Tews
- Director Chris Gabryszek
- Sheriff Todd Delain

Also Present: Cullen Peltier, Brown County Public Safety Director

III. Approval/Modification of the Meeting Agenda

**Motion made by Sheriff Delain, seconded by Chief Minten to amend the agenda to include IIIa as Approval of the minutes of the June 25<sup>th</sup>, meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**a. Motion made by Sheriff Delain, second by Chief Boulanger to approve the minutes of the June 25<sup>th</sup>, meeting. Vote taken MOTION CARRIED UNANIMOUSLY**

IV. Communications Center Update

Director Peltier provided an update on the staffing of the communications center. Currently fully-staffed, but anticipate a part-time resignation. Recruitment is ongoing. Peltier stated Overtime and Inversing are up this year due to higher than normal turnover with probationary employees. Sheriff Delain inquired about the length of training for a telecommunicator. Peltier indicated the typical training time is between 13 and 16 weeks. Peltier updated the Board on the status of the 2019

Budget and the Budget request submitted for the 2020 budget. . Peltier informed the Board that BCPSC received a \$20,000 grant for training on CPR/EMD.

V. CAD Update

Director Peltier informed the Board that the initial kick-off for the Motorola FLEX implementation was in July. He stated the Business Process Review (BPR) is scheduled for October 16<sup>th</sup> and 17<sup>th</sup>. The purpose of the BPR is for the users of the system to state how we are using the current CAD so the implementation team can design the implementation and training accordingly. Peltier stated that the training will be coordinated with the CAD Fire and Police groups. It is encouraged that front-line users attend the BPR. A question was asked as to how long the mobile training will be. Mobile training will be one day for mobile users and 3 days for CAD users. Peltier stated that mediation is set with Securus for mid-October. Chief Boulanger made the suggestion that it was beneficial for them to have scenario-based training. Commander Ebel informed the Board that Green Bay and Ashwaubenon will be going to a new version of GERP in August of 2020.

VI. Standardization Operating Procedures Update

No updates

VII. Dispatch Users Group (DUG) Update

Recent topics discussed at DUG meetings include:

1. Pursuit Policy – Will take to BC Police Chiefs for amendment
2. Use of the A.L.E.R.T. procedure.
3. OWI Task Force
  - a. BRSO will be assigning a Supervisor to the Task Force deployments
  - b. State Patrol is working on the ability to call out their stops on the BinOp channel

VIII. Roundtable

GBMFD – requested that BCPSC look into the length and amount of information being provided in the Pre-Alerts. It was noted that this was also discussed at the Brown County EMS Association.

Pulaski – Informed the Board that a BDA has been installed at Pulaski High School. A discussion ensued about FirstNet and users stated pros and cons of the network.

GBPD – discussed ESRI location services. A discussion occurred about the ability to enable GPS in radios. Peltier stated he believed this was possible with our latest radio upgrade and he would have Communications Specialist Joe Massie look further in to this. Peltier was asked to find out where the GPS data is sent and if there is the ability to extract that data for use on third party systems.

Oneida PD – the agreement for OPD to utilize Brown County's Radio Infrastructure was approved by the Oneida Business Committee. Peltier stated that it was approved by the County Executive and will go the Public Safety Committee and the County Board in October.

BCPSC – Peltier discussed the Emergency Management Department. He stated Lauri Maki was brought on board in August as the Interim Director when Jerad Preston resigned and Sam Martin started as the Emergency Management Coordinator on September 3<sup>rd</sup>. The Board encouraged Peltier to consider appointing Maki permanently.

IX. Other Matters

No other matters

X. Next Meeting

Tuesday, December 17, 2019 at 10:00 a.m.

XI. Adjourn

Motion made by Sheriff Delain, seconded by Commander Ebel to adjourn at 10:50 a.m.

Vote taken. **MOTION CARRIED UNANIMOUSLY.**

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Chief Derek Biederwieden, Chair  
Public Safety Advisory Board

Cullen Peltier, Director  
Public Safety Communications